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Approved For Release 2004/05/05 : CIA-RDP84-00780R000300060024-9

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

**Deputy Director (Support)**  
**7D26 HQ**

NO.

DATE

6 JAN 1963

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. **Director of Personnel**  
**5E56 HQ**

Eck:

Please note

suggestion for the Christmas Program next year. I would be glad to consider with you at the appropriate time how we should organize and carry out next year's program. In any event, however, we should begin early and avoid a last minute "scramble for time and talent" which we experienced in some instances this year. I probably meddled in the program more than was necessary this year and would like to look to the Office of Personnel to carry the full load in 1963.

Signed  
LKW

2 Attachments:

Att 1 - Memo dtd 31 Dec 62 to DIO/S  
fr [redacted] subj: "Agency  
Christmas Program"

Att 2 - File on 1962 CIA Christmas  
Program

DD/S:LKW:jas

Distribution:

- Q - D/Pers w/O of Att 1 (DD/S 63-0006) and Att 2
- 1 - DD/S chrono w/o att
- 1 - DD/S subject w/cc of Att 1 (DD/S 63-0006)

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Agency Christmas Program

1. I am forwarding with this memorandum a file of correspondence, bulletins, and other material on the 1962 Christmas program, including a summary of activities and events. It may be useful to those in charge of similar plans next year.

2. The Recreation Association, in my opinion, would be an excellent group for planning and organizing such programs in the future. Some of its clubs are just getting established but should be well organized within the next few months and willing to take on the Christmas activities as group projects. In addition to the talent we found in the Garden and Choral Clubs, an Art group is now being formed which could provide some of the artistic decorations missing in this year's display. In any case, the planning and arrangements should be started as early as September to avoid the last minute scramble for time and talent which we experienced in some instances.

3. Employees in general were greatly pleased that Agency officials authorized and stimulated the Christmas activities. I personally enjoyed working on the program and was inspired by the cooperation and enthusiasm shown by the many people who participated.

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[Redacted Signature]

Chairman  
Christmas Program Committee

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